

# JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

- ☒ Permanent Full-time      ☐ Permanent Intermittent      ☐ Limited-term (Temporary) Length \_\_\_\_      ☐ Formal Training and Development Assignment

Position Title: PIT/BE Tax Collector

Location: Central Office

Salary Range: \$4,619 - \$5,616

Classification: Senior Compliance Representative

Section/Unit: Complex Account Resolution Team

Number of Vacancies: 6

**Job Description: (includes typical duties)**

We'd like to hire enthusiastic, energetic and creative people (4 PIT and 2 BE) with a strong commitment to teamwork and high performance. The Senior Compliance Representative is responsible for proactively resolving high dollar, sensitive, and/or complex PIT/BE accounts within the CART program area. The position requires contacting delinquent taxpayers by telephone or written correspondence to request payment, explain assessments, locate assets for possible seizure, and enforce filing requirements. The incumbent will be responsible for resolving these accounts using the most efficient method possible. Our staff works closely with the field offices, Investigations, and the Collection Advisory Team to explore appropriate enforcement actions and effectively resolve accounts.

**Required Knowledge, Skills, Abilities:**

- Knowledge of Personal Income Tax and/or Corporation Tax laws, policies and programs.
- Strong technical, analytical and interpersonal skills.
- Ability to exercise tact and good judgment.
- Effective verbal communication, negotiation and written skills.
- Ability to effectively apply investigative interviewing skills.
- Strong organizational skills and the ability to multi-task.
- Ability to work independently and on teams.
- Excellent customer service skills, sense of humor and a positive outlook.
- Strong work ethic and the ability to adjust to changing priorities.

**Desirable Experience/Qualifications:**

- Pro-active collection experience/knowledge.
- Knowledge of the department's collection systems including ARCS, TI, BETS, and INC.
- Experience using on-line resources like DMV, EDD, BOE and Lexis Nexis.
- Ability to identify Tax Gap issues.

Mail or hand deliver your application by: April 13, 2009

Contact Person: Valente Araiza (BE) or Karyn McDaniel (PIT)

Telephone Number: (916) 845-5548

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Valente Araiza or Karyn McDaniel

Special Instruction: **FTB Employees Hand Deliver or Route To** Valente Araiza or Karyn McDaniel **at M/S D-210**

Please include a resume and a completed employment application form, STD 678, and indicate whether your preference is for a PIT or BE position.

**California State Tax Compliance:** As required by the department's rules of conduct, all employees of the Franchise Tax Board ([FTB](#)) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, [FTB](#) will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with [FTB](#).

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

**All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation.** The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.